



## Manage Languages on the Workday HTML Accessible Site

### Access the Language Page

On the Home page select the link **Jane S. Smith (W2005499)[C]** (replace our example user name with your name). This will display the View Worker page:

View Worker: link **Jane S. Smith (W2005499)[C]** link **Preview for Jane S. Smith (W2005499)[C]**  
(Image) Jane\_S\_Smith.jpg

219917 Contingent Worker  
jane.s.smith@maryland.gov link **Related Actions for jane.s.smith@maryland.gov**

Button **My Team**

Link **View Team**

Link **Baltimore - 301 W. Preston St** link **Related Actions for Baltimore - 301 W. Preston St** link **Preview for Baltimore - 301 W. Preston St**

Item 1

Managers

icon-multiple-managers link **Related Actions for icon-multiple-managers**

Item 1

Manager Title Text: Manager

Link **Vest M. Brown (W0999900)[C]** link **Related Actions for Vest M. Brown (W0999900)[C]** link **Preview for Vest M. Brown (W0999900)[C]**

Job

Link **Professional Profile**

Link **Job Details**

Link **All Jobs**

Link **Job History**

Link **Manager History**

Link **Management Chain**

Link **Organizations**

Link **Worker History**

Contact

Link **Contact**

Link **Emergency Contacts**

Link **Support Roles**

Personal

Link **Personal Information**

Link **IDs**

Link **Names**

Performance

Link **Languages**

Link **Education**

Career



Link **Work Experience**  
Link **Certifications**  
Link **Training**

Select link **Languages** under the heading Performance, this will display:

Languages for Worker  
Link **Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith (W2005499)[C]** link **Preview for Jane S. Smith (W2005499)[C]**  
Button **Add**  
None entered

### Selecting a Language

Select button **Add**, this will display:

Add Language: Jane S. Smith (W2005499)[C] link **Preview for Jane S. Smith (W2005499)[C]**

Add Language (table)

Button **Add Row**: button **Remove Row for Item 1**

Language (required): button **Select Language for Item 1**

Native: Checkbox **Item 1 Native**

(Blank Heading): **button Add Row for Item 1**, button **Remove Row for Item 1**, **Drop-Down Ability (required)**,  
Drop-Down **Proficiency**

Note: Text input **Note**

Assessed On: Text Inputs **Year: Month: Day**

Review this Task

Text input **Comment**: button **Validate**

Buttons **Submit**, **Save for Later**, **Cancel**

For our example we will add the language Spanish.

Select button **Select Language for Item 1**, this will display:

Select Value for Language

Text input **Search** button **Search**

All

(Radio buttons for 88 Languages)

Buttons **Add**, **Cancel**

We will select radio button **Spanish**.

Select button **Add**.

This will return to the Add Language page which has added under Language (required): Spanish button **Remove Spanish**.

Do not check the checkbox **Item 1 Native**

Select drop-down **Ability (required)** "Comprehension"

Select drop-down **Proficiency** "5-Fluent"

Enter "Previous job as translator" in textbox input **Note**:

Enter "1988" for Accessed on text input Year: Enter "04" for text Input Month: Enter "06" for Text Input Day:

### Submit Your Language



If you have no comment to add, select button **Submit** the screen will display:

You have submitted: link **Manage Languages: Jane S. Smith (W2005499)[C]** link **Related Actions for Manage Languages: Jane S. Smith (W2005499)[C]** link **Preview for Manage Languages: Jane S. Smith (W2005499)[C]**  
Page was saved successfully

#### Next Steps

Event:

Approval by HR Coordinator link **Related Actions for Approval by HR Coordinator**

Security Group: HR Coordinator link **Related Actions for HR Coordinator**

Due Date: 08/14/2015

#### Details and Process

For: Link **Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith (W2005499)[C]** link **Preview for Jane S. Smith (W2005499)[C]**

Overall Process: link **Manage Languages: Jane S. Smith (W2005499)[C]** link **Related Actions for Manage Languages: Jane S. Smith (W2005499)[C]** link **Preview for Manage Languages: Jane S. Smith (W2005499)[C]**

Overall Status: In Progress

Due Date: 08/14/2015

#### Details

Item 1

Add / Edit Language (table)

Button **Export table to Excel**

Language: Spanish link **Related Actions for Spanish**

Native: No

Ability: Comprehension link **Related Actions for Comprehension**

Proficiency: 5 - Fluent link **Related Actions for 5 – Fluent**

Note: Previous job as translator

Assessed On: 04/06/1988

#### Process

Button **Sort**

Link **Export 'Process History' items to Excel**

Process History (table)

(Row 1)

Process: link **Manage Languages** link **Related Actions for Manage Languages** link **Related Actions for Manage Languages** link **Preview for Manage Languages**

Step: Manage Languages link **Related Actions for Manage Languages**

Status: Step Completed

Completed On: 08/12/2015 08:21:34 AM

Due Date: 08/14/2015

Person: link **Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith (W2005499)[C]** link **Preview for Jane S. Smith (W2005499)[C]**

(Row 2)

Process: link **Manage Languages** link **Related Actions for Manage Languages** link **Preview for Manage Languages**

Step: Approval by HR Coordinator link **Related Actions for Approval by HR Coordinator**

Status: Awaiting Action



Completed On: (blank)

Due Date: 08/14/2015

Person: link **Suit Z. Mang (W1051740) (HR Coordinator)** link **Related Actions for Suit Z. Mang (W1051740) (HR Coordinator)** link **Preview for Suit Z. Mang (W1051740) (HR Coordinator)**, Link **Sara Bloomdahl (W2223332) (HR Coordinator)** link **Related Actions for Sara Bloomdahl (W2223332) (HR Coordinator)** link **Preview for Sara Bloomdahl (W2223332) (HR Coordinator)**

There may be a long list of HR Coordinators.

Select the button **Done**, the will return you to Languages for Worker page. No Languages will be displayed until it is approved.

Return to the Inbox to see the status of your changes and any actions that may be required.

Last Updated 9/10/2015